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Deputy Director (Administration)

23 July 1951

Security Officer/CIA

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Security Officers

1. The rapid rate of increase of CIA overseas stations and projects, together with the development of current complex security problems in the field, makes it imperative that qualified Security Officers be assigned to CIA Senior Representatives abroad.

2. A Security Officer will be assigned to each principal foreign station at which a CIA Senior Representative is stationed. The functions, duties and responsibilities of such Security Officer will be to:

a. Act as Principal Security Officer in an advisory capacity to the Senior Representative and to those Security Officers assigned to projects in the area.

b. Assume responsibility for security at his assigned station. This will include:

(1) Advising and assisting the CIA Senior Representative and Chiefs of Mission in methods of obtaining various types of operational clearances and in the vetting of foreign personnel.

(2) Establishment and enforcement of station security regulations.

(3) Establishment and monitoring of personnel security controls.

(4) Establishment and maintenance of physical security controls.

(5) Other related duties as assigned by the CIA Senior Representative.

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